



County of San Bernardino

F A S

STANDARD CONTRACT

FOR COUNTY USE ONLY

<input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code		Dept. PHL		Contract Number				
County Department Department of Public health				Dept. Orgn. 		Contractor's License No.			
County Department Contract Representative Lori Ciabattini				Telephone (909) 388-0253		Total Contract Amount \$ 39,500			
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:									
If not encumbered or revenue contract type, provide reason:									
Commodity Code			Contract Start Date 5/25/2004		Contract End Date 12/31/2004		Original Amount \$39,500	Amendment Amount	
Fund AAA	Dept. PHL	Organization 0902	Appr. 200	Obj/Rev Source 2445	GRC/PROJ/JOB No.		Amount \$39,500		
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.		Amount		
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.		Amount		
Project Name				Estimated Payment Total by Fiscal Year					
Emergency Response				FY 03/04	Amount \$39,500	I/D I	FY	Amount	I/D
Refresher Training									

THIS CONTRACT is entered into in the State of California by and between the County of San Bernardino, Department of Public Health, hereinafter called the County, and

Name

Category Five Professional Consultants

hereinafter called

Contractor

Address

P.O. Box 13736

San Luis Obispo, CA 93406

Phone

Birth Date

(805) 458-9567

Federal ID No. or Social Security No.

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, The County desires to conduct Emergency Response Refresher Training and a related Tabletop Exercise; and

WHEREAS, County finds Contractor qualified to provide training; and

WHEREAS, County desires that such services be provided by Contractor and Contractor agrees to perform these services as set forth below;

NOW THEREFORE, County and Contractor mutually agree to the following terms and conditions:

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Attachment A: Training Package: Objectives and Timeline

I. DEFINITIONS

- A. CERC: Crisis and Emergency Risk Communication
- B. Hot Wash: Oral after action review.
- C. HSEEP: Homeland Security Exercise and Evaluation Program.
- D. ICS: Incident Command System
- E. NIMS: National Incident Management System
- F. SEMS: Standardized Emergency Management System

II. CONTRACTOR SERVICE RESPONSIBILITIES

- A. Contractor shall complete Emergency Response Refresher Training and Tabletop Exercise, for up to 40 students, as identified in Attachment A, Training Package: Objectives and Timeline.
- B. Contractor shall complete a three-part evaluation and review plan consisting of a Hot-Wash, Course Evaluation, and After Action Report in accordance HSEEP recommendations.
 - 1. Hot Wash will be conducted immediately following the Tabletop Exercise and will consist of a debriefing session between the training attendees and facilitators to discuss preliminary observations on exercise performance and provide key issues and findings for the After Action Report.
 - 2. Course Evaluation shall be conducted immediately following the Hot Wash. Contractor must obtain approval from County for forms used for Course Evaluation prior to training.
 - 3. After Action Report shall be submitted to County within 30 days of completion of training/exercise. Report shall describe the exercise, player activities, preliminary observations, major issues, and recommendations for improvements. The County's Crisis and Risk Communications Plan and Emergency Disaster Response will be used during the analysis phase of the After Action Report.
- C. Contractor shall provide all materials required for the training and exercise, which include, but are not limited to the following:
 - 1. ICS and SEMS guidance document and reference material
 - 2. Principles of CERC guidance documents and reference material
 - 3. Templates to enable agencies to develop internal emergency plans in accordance with SEMS/ICS structure
 - 4. NIMS reference material – Final Draft v8.6
 - 5. Notebook containing Category A Biological Agents of Terrorism, including appropriate clinical specimen selection, safe specimen collection, and specimen transport and storage.

III. CONTRACTOR GENERAL RESPONSIBILITIES

- A. In the performance of this Contract, Contractor, its agents and employees, shall act in an independent capacity and not as officers, employees, or agents of the County of San Bernardino.
- B. Without the prior written consent of County, this Contract is not assignable by Contractor either in whole or in part.
- C. Contractor agrees to provide or has already provided information on former County of San Bernardino administrative officials (as defined below) who are employed by or represent Contractor. The information provided includes a list of former County administrative officials who terminated County employment within the last five years and who are now officers, principals, partners,

associates or members of the business. The information also includes the employment with or representation of Contractor. For purposes of this provision, "County administrative official" is defined as a member of the Board of Supervisors or such officer's staff, County Administrative Officer or member of such officer's staff, County department or group head, assistant department or group head, or any employee in the Exempt Group, Management Unit or Safety Management Unit.

- D. Inaccuracies or Misrepresentations: If during the course of the administration of this Contract, the County determines that the Contractor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the County, this Contract may be immediately terminated. If this Contract is terminated according to this provision, the County is entitled to pursue any available legal remedies.
- E. Contractor agrees not to enter into any subcontracts for work contemplated under the Contract without first obtaining written approval from County. Any subcontractor shall be subject to the same provisions as Contractor. Contractor shall be fully responsible for the performance of any subcontractor.
- F. Contractor shall maintain all records and books pertaining to the delivery of services under this Contract and demonstrate accountability for Contract performance. Said records shall be kept and maintained within the County of San Bernardino. County shall have the right upon reasonable notice and at reasonable hours of business to examine and inspect such records and books.

Records should include, but are not limited to, monthly summary sheets, sign-in sheets, and other primary source documents. Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles and must account for all funds, tangible assets, revenue and expenditures. Fiscal records must also comply with the appropriate Office of Management and Budget (OMB) Circulars which state the administrative requirements, cost principles and other standards for accountancy.

All records shall be complete and current and comply with all Contract requirements. Failure to maintain acceptable records per the preceding requirements shall be considered grounds for withholding of payments for billings submitted and for termination of the Contract.

- G. Contractor shall notify County in writing of any change in mailing address and/or physical location within ten (10) days of the change, and shall immediately notify County of changes in telephone or fax numbers.
- H. Contractor shall notify County of any continuing vacancies and any positions which become vacant during the term of this Contract which will result in reduction of services to be provided under this Contract. Upon notice of vacancies, the Contractor shall apprise County of the steps being taken to provide the services and to fill the position as expeditiously as possible. Vacancies and associated problems shall be reported to County on each periodically required report for the duration of said vacancies and/or problems.
- I. Contractor shall designate an individual to serve as the primary point of contact for the Contract. Contractor shall notify County when the primary contact will be unavailable/out of the office for one (1) or more workdays. Contractor or designee must respond to County inquiries within two (2) County business days.
- J. Contractor shall make every reasonable effort to prevent employees, consultants or members of its governing bodies from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business, or other ties. In the event County determines a conflict of interest exists, any increase in costs associated with the conflict of interest may be disallowed by County and such conflict may constitute grounds for termination of the Contract. This provision shall not be construed to prohibit employment of persons with whom Contractor's officers, agents, or employees have family, business or other ties so long as the employment of such persons does not result in increased costs over those associated with the employment of any other equally qualified applicants

and such persons have successfully competed for employment with other applicants on a merit basis.

K. Contractor agrees to and shall comply with the following indemnification and insurance requirements:

1. Indemnification - The Contractor agrees to indemnify, defend, and hold harmless the County and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the County on account of any claim therefore, except where such indemnification is prohibited by law.

2. Insurance - Without in anyway affecting the indemnity herein provided and in addition thereto, the Contractor shall secure and maintain throughout the Contract the following types of insurance with minimum limits as shown:

a. Worker's Compensation - A program of Workers' Compensation insurance or a State-approved Self Insurance Program in amount or form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with \$250,000 limits, covering all persons providing services on behalf of the Contractor and all risks to such persons under this Contract.

If Contractor has no employees, it may certify or warrant to County that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the County's Risk Manager.

With respect to Contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance. If the County's Risk Manager determines that there is no reasonably priced coverage for volunteers, evidence of participation in a volunteer insurance program may be substituted.

b. Comprehensive General and Automobile Liability Insurance - This coverage to include contractual coverage and automobile liability coverage of owned, hired and non-owned vehicles. The policy shall have combined single limits for bodily injury and property damage of not less than one million dollars (\$1,000,000).

c. Errors and Omissions Liability Insurance - Combined single limits of \$1,000,000 and \$3,000,000 in the aggregate or

Professional Liability - Professional liability insurance with limits of at least \$1,000,000 per claim or occurrence.

3. Additional Named Insured - All policies, except for Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain additional endorsements naming the County and its officers, employees, agents and volunteers as additional named insured with respect to liabilities arising out of the performance of services hereunder.

4. Waiver of Subrogation Rights - Except for Errors and Omissions Liability and Professional Liability, Contractor shall require the carriers of the above required coverages to waive all rights of subrogation against the County, its officers, employees, agents, volunteers, contractors and subcontractors.

5. Policies Primary and Non-Contributory - All policies required above are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the County.

6. Proof of Coverage - Contractor shall immediately furnish certificates of insurance to the County Department administering the Contract evidencing the insurance coverage, including endorsements, above required prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department, and Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within sixty (60) days of the commencement of this Contract, the Contractor shall furnish certified copies of the policies and all endorsements.
 7. Insurance Review - The above insurance requirements are subject to periodic review by the County. The County's Risk Manager is authorized, but not required, to reduce or waive any of the above insurance requirements whenever the Risk Manager determines that any of the above insurance is not available, is unreasonably priced, or is not needed to protect the interests of the County. In addition, if the Risk Manager determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Risk Manager is authorized, but not required, to change the above insurance requirements, to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the County, inflation, or any other item reasonably related to the County's risk.
 8. Any such reduction or waiver for the entire term of the Contract and any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.
- L. Contractor shall comply with all applicable laws, statutes, ordinances, administrative orders, rules or regulations relating to its duties, obligations and performance under the terms of the Contract and shall procure all licenses and pay all fees and other charges required thereby. Contractor shall maintain all required licenses during the term of this Contract. Failure to comply with the provisions of this section may result in immediate termination of this Contract.
- M. Contractor agrees to and shall comply with the County's Equal Employment Opportunity Program:
1. Equal Employment Opportunity Program: The Contractor agrees to comply with the provisions of the Equal Employment Opportunity Program of the County of San Bernardino and rules and regulations adopted pursuant thereto: Executive Order 11246, as amended by Executive Order 11375, 11625, 12138, 12432, 12250, Title VII of the Civil Rights Act of 1964, the California Fair Employment and Housing Act, and other applicable Federal, State, and County laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.

The Contractor shall not unlawfully discriminate against any employee, applicant for employment, or service recipient on the basis of race, color, national origin or ancestry, religion, sex, marital status, age, political affiliation or disability. Information on the above rules and regulations may be obtained from County.
- N. Contractor agrees to comply with all applicable provisions of the Americans with Disabilities Act (ADA).
- O. Contractor shall use recycled and recyclable products, whenever practicable, in fulfilling the terms of this Contract. Recycled printed products shall include a symbol identifying the recycled material.
- P. Contractor understands and agrees that any and all legal fees or costs associated with lawsuits concerning this Contract against the County shall be the Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any Contract dispute hereunder, each Party to this Contract shall bear its own attorney's fees and costs regardless of who prevails in the outcome of the dispute.

- Q. Contractor understands and agrees that all source materials, data collected, and reports created, regardless of form through this process shall be the sole and exclusive property of the County and shall be surrendered to the County upon conclusion of this project.

IV. COUNTY RESPONSIBILITIES

- A. County shall provide a training facility with appropriate audio/visual equipment.
- B. County shall designate an individual to serve as the primary point of contact for the Contract.
- C. County shall provide consultation and technical assistance in implementing the terms of the Contract.
- D. County shall monitor and evaluate the performance of the Contractor in meeting the terms of the Contract and the quality and effectiveness of services provided.
- E. County shall compensate Contractor for approved expenses in accordance with the provisions of Section V of this Contract.

V. FISCAL PROVISIONS

- A. The maximum amount of payment under this Contract shall not exceed \$39,500 and shall be subject to availability of funds to the County. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof, including travel and per diem.
- B. Contractor shall submit invoices, and be reimbursed for services upon completion of training/exercise as described in Attachment A, Training Package: Objectives and Timeline.
- C. Costs for services under the terms of this Contract shall be incurred during the Contract period except as approved by County. Contractor shall not use current year funds to pay prior or future year obligations.
- D. County is not liable for the payment of any taxes, other than applicable sales or use tax, resulting from this Contract however designated, levied or imposed, unless County would otherwise be liable for the payment of such taxes in the course of its normal business operations.

VI. RIGHT TO MONITOR AND AUDIT

- A. County shall have the absolute right to monitor the performance of Contractor in the delivery of services provided under this Contract.
- B. County or any subdivision or appointee thereof, and the State of California or any subdivision or appointee thereof, including the Auditor General, shall have absolute right to review and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to monitor the performance of Contractor in the delivery of services provided under this Contract. Full cooperation shall be given by Contractor in any auditing or monitoring conducted.
- C. Contractor shall cooperate with County in the implementation, monitoring and evaluation of this Contract and comply with any and all reporting requirements established by this Contract.
- D. All records pertaining to service delivery and all fiscal, statistical and management books and records shall be available for examination and audit by County, Federal and State representatives for a period of three years after final payment under the Contract or until all pending County, State and Federal audits are completed, whichever is later. Technical program data shall be retained by Contractor and made available upon the County's reasonable advance written notice or turned over to County. If said records are not made available at the scheduled monitoring visit, Contractor may, at County's option, be required to reimburse County for expenses incurred due to required

rescheduling of monitoring visit(s). Such reimbursement will not exceed \$50 per hour (including travel time) and be deducted from the following month's claim for reimbursement.

- E. Contractor shall provide all reasonable facilities and assistance for the safety and convenience of County's representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work of the Contractor.

VII. CORRECTION OF PERFORMANCE DEFICIENCIES

- A. Failure by Contractor to comply with any of the provisions, covenants, requirements or conditions of this Contract shall be a material breach of this Contract.
- B. In the event of a non-cured breach, County may, at its sole discretion and in addition to immediate termination and any other remedies available at law, in equity, or otherwise specified in this Contract:
 - 1. Afford Contractor thereafter a time period within which to cure the breach, which period shall be established at sole discretion of County; and/or
 - 2. Discontinue reimbursement to Contractor for and during the period in which Contractor is in breach, which reimbursement shall not be entitled to later recovery; and/or
 - 3. Withhold funds pending duration of the breach; and/or
 - 4. Offset against any monies billed by Contractor but yet unpaid by County those monies disallowed pursuant to Item "2" of this paragraph; and/or
 - 5. Terminate this Contract and be relieved of the payment of any consideration to Contractor should Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In event of such termination, the County may proceed with the work in any manner deemed proper by the County. The cost to the County shall be deducted from any sum due to the Contractor under this Contract and the balance, if any, shall be paid by the Contractor upon demand.

VIII. TERM

This Contract is effective as of May 25, 2004 and expires December 31, 2004 but may be terminated earlier in accordance with provisions of Section IX of the Contract. The Contract term may be extended for two additional six-month periods by mutual agreement of the Parties.

IX. EARLY TERMINATION

- A. The County may terminate the Contract immediately under the provisions of Section VII of the Contract. In addition, the Contract may be terminated without cause by the County by serving a written notice to the Contractor thirty (30) days in advance of termination. The County Administrative Officer is authorized to exercise the County's rights with respect to any termination of this Contract.
- B. Contractor shall only be reimbursed for costs and uncancelable obligations incurred prior to the date of termination. Contractor shall not be reimbursed for costs incurred after the date of termination.

X. GENERAL PROVISIONS

- A. When notices are required to be given pursuant to this Contract, the notices shall be in writing and mailed to the following respective addresses listed below.

Contractor: Category Five Professional Consultants
P.O. Box 13736
San Luis Obispo, CA 93406

County: County of San Bernardino
Human Services System, Contract Unit
150 S. Lena Rd.

County (***Insurance Information Only***):

County of San Bernardino
c/o Insurance Data Services
P.O. Box 12010 – CB
Hemet, CA 92546-8010

- B. Nothing contained in this Contract shall be construed as creating a joint venture, partnership or employment arrangement between the Parties hereto, nor shall either Party have the right, power or authority to create an obligation or duty, expressed or implied, on behalf of the other Party hereto.
- C. Contractor shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the County in an attempt to secure favorable treatment regarding this Contract.

The County, by written notice, may immediately terminate any Contract if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the County with respect to the proposal and award process. This prohibition shall apply to any amendment, extension or evaluation process once a Contract has been awarded.

Contractor shall immediately report any attempt by a County officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Contractor. The report shall be made to the supervisor or manager charged with supervision of the employee or to the County Administrative Office. In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

- D. County shall have Power of Attorney to pay delinquent debts and unpaid wages for work provided under this Contract from accounts payable to Contractor in the event debts and wages have not been paid on a current basis.
- E. No waiver of any of the provisions of the Contract Documents shall be effective unless it is made in a writing which refers to provisions so waived and which is executed by the Parties. No course of dealing and no delay or failure of a Party in exercising any right under any Contract Document shall affect any other or future exercise of that right or any exercise of any other right. A Party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.
- F. Any alterations, variations, modifications, or waivers of provisions of the Contract, unless specifically allowed in the Contract, shall be valid only when they have been reduced to writing, duly signed and approved by the Authorized Representatives of both parties as an amendment to this Contract. No oral understanding or agreement not incorporated herein shall be binding on any of the Parties hereto.
- G. If any provision of the Contract is held by a court of competent jurisdiction to be unenforceable or contrary to law, it shall be modified where practicable to the extent necessary so as to be enforceable (giving effect to the intention of the Parties) and the remaining provisions of the Contract shall not be affected.
- H. This Contract shall be governed by and construed in all aspects in accordance with the laws of the State of California without regard to principles of conflicts of laws. The Parties agree to the exclusive jurisdiction of the federal court in the County of Riverside and state courts located in the County of San Bernardino, for any and all disputes arising under this Contract, to the exclusion of all other federal and state courts.

XI. CONCLUSION

- A. This Contract, consisting of 10 pages, and Attachment A is the full and complete document describing services to be rendered by Contractor to County including all covenants, conditions and benefits.
- B. The signatures of the Parties affixed to this Contract affirm that they are duly authorized to commit and bind their respective institutions to the terms and conditions set forth in this document.
- C. **IN WITNESS WHEREOF**, the Board of Supervisors of the County of San Bernardino has caused this Contract to be subscribed to by the Clerk thereof, and Contractor has caused this Contract to be subscribed in its behalf by its duly authorized officers, the day, month and year written.

COUNTY OF SAN BERNARDINO

►
Dennis Hansberger, Chairman, Board of Supervisors

Dated _____

SIGNED AND CERTIFIED THAT A COPY OF THIS
DOCUMENT HAS BEEN DELIVERED TO THE
CHAIRMAN OF THE BOARD

Clerk of the Board of Supervisors
of the County of San Bernardino.

By _____
Deputy

Category Five Professional Consultants

(Print or type name of corporation, company, contractor, etc.)

By ►
(Authorized signature - sign in blue ink)

Name Sheri L. Eibschutz
(Print or type name of person signing contract)

Title President, Laboratory Preparedness Division
(Print or Type)

Dated _____

Address P.O. Box 13736
San Luis Obispo, CA 93406

Approved as to Legal Form

►
Charles Larkin, County Counsel

Reviewed by Contract Compliance

►
Lori Ciabattini, HSS Contracts Unit

Presented to BOS for Signature

►
James Felten, Director

Date _____ | Date _____ | Date _____

***Auditor/Controller-Recorder
Use Only***

<input type="checkbox"/> Contract Database		<input type="checkbox"/> FAS
Input Date	Keyed By	

TRAINING PACKAGE: OBJECTIVES AND TIMELINES

OBJECTIVES:

ICS, SEMS, and NIMS training objectives:

1. Identify the six functional areas of the ICS.
2. Describe the roles and responsibilities of each functional area within the ICS.
3. Understand the three key Command Staff Positions.
4. Explain the difference between a Unified Command and a Single Command.
5. Describe the meaning of “span control” and how this concept applies to the ICS.
6. Understand the difference between an Emergency Operations Center and a Departmental Operations Center.
7. Describe the relevance and purpose of an Incident Action Plan.
8. Comprehend the DPH’s Emergency and Disaster Response Plan and how individual organizations fit into that plan.

CERC training objectives:

1. Explain the difference between risk and crisis communications.
2. Describe the benefits of assuring a “unified voice” when communicating with the public.
3. Discuss the general responsibilities of a Public Information Officer.
4. Gain awareness of the benefits and drawbacks of different methods of communication utilized in an emergency.
5. Provide instruction to aid in the incorporation of CERC planning locally.
6. Understand and improve interagency communication and coordination.

Overview Biological Agents training objectives:

1. Describe the biological agents of terrorism of greatest concern, their disease association and transmission.
2. Discuss first responder biosafety concerns when encountering biological agents of terrorism

Tabletop Exercise portion of this workshop training objectives:

1. Identify issues that need to be addressed in coordinating efforts to handle bioterrorist threats or naturally occurring public health emergencies.
2. Increase participant awareness of the DPH’s Emergency and Disaster Response plan and how its organization fits into that plan.

TRAINING PACKAGE: OBJECTIVES AND TIMELINES

3. Gain an understanding of the capabilities public health and medical works have in detecting an unannounced bioterrorist attack and the inherent difficulties in responding to covert threats.
4. Identify individual and agency responsibilities and roles in responding to a public health threat or emergency.
5. Practice communication tools and plans for dispersing public information
6. Discover methods for determining who's been exposed.
7. Establish closer working relationships amongst the Public Health Department and all applicable community partners.
8. Determine local hospitals' ability to manage a bioterrorism or other mass casualty incident.
9. Determine the DPH Laboratories' knowledge in identifying bioterrorism agents and in differentiating bioterrorism agents from bacteria with similar characteristics.
10. Assess strategies for coordinating the release of public health information locally and outside San Bernardino County.

TRAINING PACKAGE: OBJECTIVES AND TIMELINES

TIMELINE:

Training Date: June 23, 2004

8:00-9:00	Overview of ICS, SEMS and NIMS
9:00-9:50	Principles of Crisis and Emergency Risk Communication (CERC)
9:50-10:05	Break
10:05-11:15	Biological Agents of Terrorism Overview
11:15-11:30	Synopsis and objectives of Tabletop Exercise
11:30-12:30	Lunch Break
12:30-2:45	Tabletop Exercise Segments 1 through 3 with question, answer and discussion periods following each segment
2:45-3:00	Break
3:00-4:15	Tabletop Exercise Segments 4 and 5 with question, answer and discussions periods following each segments
4:15-5:00	Post exercise oral After Action Review

After Action Report will be submitted by July 21, 2004